

Reporting Lost Property, Theft/Attempted Theft or Vandalism and Recommended Insurance Documentation Process



Business Hotline and Call Center

Phone: 562-570-4BIZ (4249)

Monday - Friday

Hours: 8:00AM-5:00PM

Website: longbeach.gov/4BIZ

Dear Economic Development Partner,

Reporting Lost Property, Theft/Attempted Theft or Vandalism

The Long Beach Police Department's (LBPD) Online Police Reporting System allows you to submit a police report online in the following categories **lost property, theft or attempted theft, vandalism, hit and run – parked vehicle and annoying or harassing phone calls.**

- If you have no suspect information or physical evidence, you may file a report online at www.longbeach.gov/police or call (562) 570-7260.
- Send the report number with your address, name, email, contact information to: businessdevelopment@longbeach.gov.
- If you have video footage, pictures or license plate numbers or other evidence you need to document, save and record, call (562) 435-6711 so that a patrol officer can be dispatched to take a report and collect the evidence.

To submit a report online:

- The crime must have occurred in the City of Long Beach.
- You must be at least 18 years old.
- You must have a valid e-mail address.

Recommended Insurance Documentation Process

If your business and/or property experienced lost property, theft/attempted theft or vandalism, it is recommended that you follow the insurance documentation process below.

- Take photos of **everything** before doing any clean-up. In addition to the physical damage, this includes taking photos of shelves that have been knocked over, inventory on the floor, etc.
- To the best of your ability, take an **inventory and make a comprehensive list** of what was destroyed and/or what is missing.
- Call your insurance carrier (e.g. agent or broker) and explain the situation and follow their guidance as to next steps.
- Find out from your insurance policy (as explained by your agent or broker) what (if anything) is covered by Business Interruption Coverage and/or any other itemized disaster coverage listed in your insurance policy.

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